

TITLE &
AUTHOR & DATE

B 42-100-1

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OC's

HB 70-3

Forms of
Address

NO

YES in Chp. 3,
Section C

YES as Part V

NO

Reports,
Minutes,
Agendas

NO

NO

NO, except Part
X on approval of
R&D projectsNO, except
in early
draftTS
CorrespondYES, plus
exhibit.
Part IIIYES, but no
example given
Chapter IV

NO

YES, no
exhibit shownDCI matter
as part of
handbookYes, not in
supplement as
Part V with
6 exhibits.Yes as Chp. 5,
only 1 exhibit.YES as Part III
but references
to COMMOYES though
not as a
distinct part
or chapterData on new
US Gov't
letterYes, plus an
exhibit on
same

NO

NO

NO

Letters
kept separat
from memosYes, separate
"Parts" on
each/not mergedTo a degree as
Chp 2 on memo &
Chp 3 on letter,
but general proced
for both are mergedYES but with
reference to
COMMOYes, to a
degree as Chp 1
on Letters and
Chp 2 on memo
but has gen/procdmailing let-
ters and
memos separateYes, again the
two are not
merged.No, all merged
in Chp 6 on gen-
eral correspond.YES but with
reference to
COMMOAgain, tho separat
gen. procedures
cover both at the
same time.Terms used:
"DCI" and
"memoranda"No, terms used
were "Director"
& "memorandum""DCI" used but
"memoranda" is
replaced by "ums"Yes to both
terms throughout
the handbookYes. "DCI" used;
No as "memor/dums"
is used.Use of
Optional
Form 10No, that form
has been dropped
from the bookYes. Standard
Form No. 64 for
memo was also used
at this time. NO
to Form 1954Yes, with reference
to COMMO; NO to
Form 1954YES. But Form
1954 was not used
for MEMO FOR
RECORD.Registered
Mail and
Agency MailYes, after OK
from mailroom
people as Part
IXYes, but merged
into text.

YES, as Part IX

YES, in text and
as "e" of Section
IVExamples
made distinct
from textExamples are
to be in 4
point, Sans
Serif type,
plus separate
exhibits.Some Exhibits
are distinct,
but most placed
in text.Some exhibits
are distinct, but
examples are in
text style.Some distinct,
most are placed in
text.

TITLE &
AUTHOR & DATEHB 42-100-1
1/68

GSA 1967 Draft

STATE, March
1966FAA, October,
1962Forms of
Address

25X1A9a

NO

YES, Chapter 5.
Plus style
practices.YES, Part V.,
Chapter 1; all of
Part V extensiveYES, Chapter 5.
Plus style prac-
tices.Reports,
Minutes,
Agendas

NO

NO, only Chp. 4
on telegrams is
unique.YES, extensive;
all of Part IIINO, only Chapter
3 on telegrams &
wire services is
unique.TS
Correspond.YES, plus
exhibit.
Part III

NO

YES, but spread
throughout book
including a few
exhibits, esp.
Chp 6/Part I.

NO

DCI matter
as part of
handbookYes, not in
supplement as
Part V with
6 exhibits.

NO

NO, though its
Part II deals
with comparable
correspondence.NO, though parts
of Chps. 1&2
refer to their
Administrator.Data on new
US Gov't
letterYes, plus an
exhibit on
sameYES, as it ori-
ginated here;
includes exhibitsYES, have adopted
it.YES, have adopted
it.Letters
kept separat
from memosYes, separate
"Parts" on
each/not mergedNO—have dropped
memos in favor of
informal letters
and communications
with few exceptionsYES, cf. Chps.
1&2 of Part I.YES, cf. Chps.
1 and 2mailing let-
ters and
memos separateYes, again the
two are not
merged.See above; also
refer to its
Chps 3&4 on mails
and telegrams.YES, see its
Chps. 3-7 of
Part IYES, see Chps.
1-4.Terms used:
"DCI" and
"memoranda"No, terms used
were "Director"
& "memorandums"No to DCI and
GSA used "um"
not memorandaState uses "um"
not memorandaFAA uses "um"
not memorandaUse of
Optional
Form 10No, that form
has been dropped
from the bookNO—have dropped
it and most memo
forms in favor of
informal letterYes in this
March, 1966
version.No but have a
FAA form 2800
which is similarRegistered
Mail and
Agency MailYes, after OK
from mailroom
people as Part
IXNO as it is
government wide.YES, esp. see
Chps. 4-7 of
Part IYES, esp. Chps.
3 and 4.Examples
made distinct
from textExamples are
to be in 4
point, Sans
Serif type,
plus separate
exhibits.YES to a large
degree; word,
EXAMPLE is all
caps or exhibits
is bordered by
bold face lines.NO, most are
in text/same
style print;
few are separateYES either they
are separate or
in bold face.

TITLE & AUTHOR & DATE Forms of Address	HB 42-100-1 1/68 25X1A NO	DIA Manual 10-1 4 April 1966 YES, in Part XII extensive as it has military forms too.	OSI, Sept. 1963 NO	OL Notes NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, tho no par- ticular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	YES Parts I&III on letters with Part IV on memo- randums	YES	No, all taught in Part II, D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separate	Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in notes examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandum"	NO, use Director and memorandum	YES on DCI and YES on memo/ <u>de</u> in some cases, <u>but</u> generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropped from the book	Yes, Part X, figures 13, 16, 17, 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desi
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Of. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif typ plus separate exhibits	No to large degree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.